

PUBLIC MEETING NOTICE

Pursuant to 29 Del. Code 10004, the Board of Directors of the Delaware Manufactured Home Relocation Authority shall convene on **November 15, 2016** commencing at **1:30 P.M.** at 110 N. Main Street, Ground Floor, Camden, Delaware.

Agenda for Meeting Dated November 15, 2016

I. Call to Order – 1.30 P.M.

II. Minutes of Board Meeting Dated September 27, 2016

A. Review, Discussion and Approval

III. Executive Director's Report

IV. Chair's Report

A. Introduction of new Board Member Elizabeth T. McGinn

B. Annual Housing Workshop Informational October 17, 18, and 19, 2016 (Sussex, Kent, and New Castle Counties)

V. Approval of Recent Financial Activity & Report August and September 2016

A. Approval of Other Financial Matters:

1. Approval of Legal Counsel Invoice September 2016

VI. Reports:

A) Compliance Matters (Executive Director)

1. Arbitration Matters and Status

2. Park Compliance Issues Arising, Resolved or Pending

3. Bon Ayre Court Decision

VII. Unfinished Business:

A. Approval of Final Version of Information Packet for New Board Members

B. Status of Right of First Offer Letters (Community Owner Annual Registration)

C. Update on Phases 1 & 2 of St. Jones Landing Relocation Plan

D. Policies and Procedures for Selecting an Arbitrator and Handling Arbitrator Recusals

E. Status of Audit Engagement Letter

F. Sale of Leyland MHP/Autumn Woods

G. Outstanding Check Disbursement Requests St. Jones Landing

VIII. New Business:

1. Applications for Removal and Disposal Financial Assistance (Glasgow Court)

2. Procedures for handling Titles to Demolished Homes

3. Application for purchasing Directors, Officers, and Organization Insurance Liability Coverage

4. Delaware Department of Labor Employer's Quarterly Report

5. Approval to remove former Board member's name and add the Executive Director's name to the signature card at WSFS.

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X. Public Comments, if any

XI. Executive Session

XII. Adjournment

NOTICE

Pursuant to 29 Del. Code Section 10004(e)(2), this Agenda may be changed to include additional items (including executive sessions) or the deletion of items (including executive sessions) which arise at the time of the Authority's meeting.